

Town of Gilbert • Parks and Recreation Department
BEER AND WINE CONSUMPTION
ON TOWN PROPERTY PERMIT APPLICATION

Please Note: This application is to be used for obtaining approval to consume beer and wine (including champagne) on Town of Gilbert property as part of an **indoor facility rental for private events (not open to the public) or as part of an approved Special Event at a designated special event site in a park.** The selling of beer and wine or tickets to this rental will not be permitted.

Name/Group: _____ Application Date: _____

Rental Permit #: _____ Name of Facility Booked: _____

Purpose of Gathering: _____ Estimated Attendance: _____

Date permit is requested for: _____ Time Requested (*From-To*): _____

***Date and Time requested should include the entire time beer and wine will be present on site.
Please make sure you have reserved the facility prior to filling out this application.***

Person Responsible for the rental (must be 21 years or older): _____

Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

Initial Below

_____ I have received and read the *Beer and Wine Consumption Rules and Regulations* for Town of Gilbert Parks and Recreation facilities.

_____ I agree to comply with facility rules and all policies contained in the *Beer and Wine Consumption Rules and Regulations*.

_____ I understand a Certificate of Insurance naming the Town of Gilbert as an additional insured is required 14 days prior to the rental date.

SECURITY REQUIREMENT

The applicant must contact Off-Duty Management to schedule an off-duty Gilbert police officer(s) for the rental. Officers must be **scheduled and paid 14 days prior** to the rental date. Confirmation from Off-Duty Management must be received by Gilbert Parks and Recreation Department 7 days prior to the event, or beer and wine will not be permitted. The cost for off-duty officers is \$66.00 per hour per officer. Should your event circumstances change, and beer and wine will no longer be part of the rental, you must notify the Gilbert Parks & Recreation Department and Off-Duty Management immediately but no later than two business days prior to the event. Business hours are Monday-Thursday, 7:00am-6:00pm excluding holidays. Minimum requirement: One officer per 250 guests, @ three hours each.

I have read and understand the facility rules and regulations for the Town of Gilbert. I further agree to be personally responsible for the entire group and agree to abide by all requests of the Town of Gilbert Parks and Recreation Department.

Signature of Permit Holder

Date

Parks and Recreation Dept. Approval

Date

OFFICE USE ONLY

Beer and Wine Permit Fee: \$50.00

Paid By: _____

Confirmation from Off-Duty Management: _____

Number of Officers: _____

Certificate of Insurance Received: _____

Town of Gilbert • Parks and Recreation Department
BEER AND WINE CONSUMPTION
(For Recreational Facilities & Special Event Sites)
Rules and Regulations

1. All groups wishing to have beer and wine beverages (including champagne) must complete and submit a *Beer and Wine Consumption Permit* application to the Gilbert Parks and Recreation office 60 days prior to the rental date. A non-refundable beer and wine permit fee of \$50 and a refundable security/cleaning deposit of \$100 per rental is required. Facility/Park rental and personnel fees may also apply. Rates vary based on specific facility requests. Fees will be collected for the beer and wine permit once the application is approved.
2. The permit must be signed by a responsible adult who is 21 years of age or older. The responsible person must be present for the entire event. (For weddings: The bride or groom cannot be the responsible party if they will be leaving before the end of the event).
3. The permit is valid for the rental date only, and is restricted to the area(s) of the location as indicated on the permit and to the number in the group as specified on the permit. Beer and wine must be confined to the rental areas. If event is an approved Special Event, beer and wine consumption must be confined to designated enclosed beer and wine garden.
4. Insurance will be required from all groups requesting to have beer and wine. General liability coverage in the amount of \$1 million each occurrence combined single limit for bodily injury and property damage liabilities and \$2 million aggregate is required. The Town of Gilbert must be named as additional insured under this policy of insurance. Certificates of insurance must be submitted 14 days prior to the rental date.
5. The permit holder must designate one person (minimum 21 years of age) to oversee control of the beer and wine. The permit holder is responsible for the conduct of all group members. The beer and wine must be served (and stored) from a bar area by designated servers. There must be a designated bartender/adult (minimum 21 years of age) responsible for serving beer and wine at all times.
6. Guests are not permitted to help themselves to beer and wine or kegs. Open bottles or cans are not permitted on tables. A second designated server may refill glasses, but these bottles and/or cans must be contained behind the bar. Coolers must be stored behind the bar. **Guests are not permitted to bring their own beer and wine beverages.**
7. Compliance with serving procedures and control of beer and wine will be strictly enforced. Infractions may result in the immediate closing of the rental.
8. Beer and wine may not be sold (this includes "donation" and ticket sales). All town, county, and state ordinances, laws, and statutes pertaining to beer and wine will apply, and are the responsibility of all attendees to uphold.
9. The applicant must contact Off-Duty Management to schedule an off-duty Gilbert police officer(s) for the rental. Officers must be **scheduled and paid 14 days prior** to the rental date. Confirmation from Off-Duty Management must be received by Gilbert Parks and Recreation Department 7 days prior to the rental, or beer and wine will not be permitted. The cost for off-duty officers is \$66.00 per hour per officer. Officers must be on site from the time beer and wine arrives to event site until the reservation concludes and the rental party has left the premises. The minimum police officer requirement for rentals serving beer and wine is one officer per 250 people, scheduled for a minimum of three hours each. (Exact security requirements for specific rentals will be determined by the Gilbert Police Department.) Should your rental circumstances change, and beer and wine will no longer be part of the rental, you must notify the Gilbert Parks & Recreation Department **and** Off-Duty Management immediately but no later than two business days prior to the rental. You can request service or obtain a quote for officers the following ways:
 - Visit the OfficerTrak website: <https://odm.officertrak.com/Gilbert-AZ-PD>
 - Or call Off-Duty Management 24/7 toll free at 1-877-636-8300
10. The Parks and Recreation Department, or Town designee, reserves the right to revoke permits without notice or to cancel rentals due to non-compliance with regulations and policies. Special conditions, limitations, and/or requirements in addition to those listed may be required for certain events.
11. The permit holder assumes the risk of damage or loss to property or injury to persons arising from or in connection with the rental and waives all rights of recovery against Gilbert or its officers, employees, agents or representatives for loss of or damage to event attendees, their property or the property of others. To the fullest extent permitted by law, the permit holder shall release, defend, indemnify and hold harmless Gilbert, its agents, officers, officials, and employees from and against any and all demand, claims, proceedings, suits damages, losses, costs and expenses relating to, arising out of, or alleged to have resulted from the rental.

For Facilities / Parks only:

- The Parks & Recreation Director or designee will approve or deny the application for a Beer and Wine Consumption Permit within fourteen (14) days upon receipt of the application.
- Instructions from staff members must be followed and facility/park rules must be adhered to. Failure to comply with requests from staff, and/or failure to comply with facility policies may result in the immediate termination of the rental.